



**Southern Connecticut State University Police Department  
Telecommunications Dispatcher**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Public

**Location:** Southern Connecticut State University

**Job Posting No:** 54708

**Hours:** TBD

**Salary:** \$44,601-\$58489

**Closing Date:** January 20, 2016

**Example of Duties:** Southern Connecticut State University is seeking a qualified dispatcher who is accountable for providing a communications link between agency units and/or divisions, other public safety agencies and the public. Works under the general supervision of a Police Lieutenant, Sergeant or other employee of higher grade. Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: emergency or non-emergency situations, operates communications equipment such as: computer, radio, telephone and related communications equipment; operates computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems; monitors various cameras and alarm systems within the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies on incidents of may monitor other state and local police, fire and medical radio frequencies; may perform varied clerical and statistical work; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of and ability to operate and monitor communications equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to function and react calmly, effectively and efficiently under stress; ability to think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

**Special Requirement:**

1. Incumbents in this class may be required to possess and retain certification as a Telecommunicator.
2. Incumbents in this class may be required to receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems.
3. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

**Character Requirement:**

In addition to the checking of references and facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

**Physical Requirement:**

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

**Working Conditions:**

Incumbents in this class may be required to work in tiring positions for long periods of time.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**SCSU  
Office of Human Resources  
Attn: Ms. Tami LaPlante  
501 Crescent Street  
New Haven, CT 06515  
Or Fax to 203-392-8802**

**NO PHONE CALLS PLEASE**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.